

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Municipal Administration & Urban Development Department – HMDA-The Andhra Pradesh Metropolitan Planning Committee (Conduct of Meeting) Rules – Orders – Issued.

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**MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (I,) DEPARTMENT**

**G.O. Ms. No. 51**

**Date: 22<sup>nd</sup> January 2009**  
**Read:-**

From the Lead Consultant, SPIU, M.A & U.D. Department, Letter  
No.4097/UBS/07, dated.05.08.2008.

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**O R D E R:**

The following notification shall be published in the Extraordinary issue of the Andhra Pradesh Gazette, dated: 28-1-2009.

**NOTIFICATION**

In exercise of the powers conferred by sub-section (13) of section 17 read with section 13 of the Andhra Pradesh Metropolitan Planning Committee Act, 2007 Andhra Pradesh (Act No. 32 of 2007,) the Government of Andhra Pradesh hereby makes the following rules: -

**Rules**

**1. Short title:** These rules may be called the Andhra Pradesh Metropolitan Planning Committee (Conduct of Meetings) Rules, 2008.

**2. Definitions:** In these rules, unless the context otherwise requires --

- (a) "Act" means the Andhra Pradesh Metropolitan Planning Committee Act, 2007.
- (b) "Committee" means the Metropolitan Planning Committee.
- (c) "Meetings" means the meetings of the Metropolitan Planning Committee Meetings.
- (d) "Secretary" means the Secretary appointed by the Government under section 14 of the Act.

**3. Meeting:** (1) The Committee shall meet at least once in every quarter of the financial year.

(2) The Committee shall meet for the transaction of business upon such day and at such time as fixed by the Chairperson of the Committee.

(3) No meeting shall be held unless notice of the day and time when the meeting is to be held and of the business to be transacted thereat has been given at least seven clear days before the day of the meeting.

(4) In case of urgency the Chairperson may convene a meeting on giving shorter notice than that specified in rule 3(3).

**4.** The meetings of the Committee shall be held at the headquarters of the concerned Metropolitan Area.

**5.** The Chairperson or in his absence the Vice-Chairperson shall preside over the meeting of the Committee.

**6. Agenda:** The agenda of the meeting shall be prepared by the Secretary to the Committee appointed by the Government under section 14 of the Act, in consultation with the Chairperson. The Secretary may include in the Agenda any subject which in his opinion should be considered by the Committee and shall include therein any subject specified by the Chairperson. On any subject included in the agenda the Chairperson as well as the Secretary shall have the right of recording his views in a note and such note shall be circulated to the members or placed before the Committee before or at the time of consideration of such subject by the Committee.

**7.** The Chairperson presiding at a meeting shall invite or initiate discussion on each item included in the agenda for the meeting in such order or priority as he thinks fit and shall guide the discussion to a fruitful conclusion with a view to enabling the members to arrive at a decision based on the consensus of the members present and if there be no consensus among the members present, the matter shall be decided by the majority of votes, the person presiding shall have a second or casting vote in the case of equality of votes

**8.** No business shall be transacted at a meeting unless there be present at least ten members and if the number of members then on the Committee exceeds forty, at least one third of that number.

**9.** If within half an hour after the time appointed for a meeting a quorum is not present, the meeting shall stand adjourned, unless all the members present agree to wait longer.

**10.** No resolution of the Committee shall be modified or cancelled within three months after the passing thereof except at a meeting specially convened in that behalf and by a resolution of the Committee supported by not less than one-half of the number of members then on the Committee.

**11.** Minutes of the proceedings at each meeting of the Committee shall be drawn up and entered in a book to be kept for that purpose; and shall be signed by the presiding member, and the said minutes shall, at all reasonable times and without charge, be open at the office to the inspection of any person who is residing in the Metropolitan Area.

**12.** Within three days of the date of the meeting a copy of the minutes of the proceedings at such meeting in English and the main language of the Metropolitan Area shall be forwarded by the Secretary of the Committee to the Government. An authenticated copy of the said minutes shall also be affixed to the notice board of the office of the Committee.

**13.** The Secretary shall be responsible for maintaining the records of the Committee, preparing the records of discussions and communication of decisions and all other incidental, ancillary matters.

**14.** The Secretary shall have the custody of the proceedings and records of the Committee and may grant copies of any such proceedings and records on payment of such fees as the Committee may, by general or special order, determine. Copies shall be certified by the Secretary as provided in section 76 of the Indian Evidence Act, 1872 and copies so certified may be used to prove the records of the Committee in the same manner as they may, under sub-section (5) of section 78 of the said Act, be used to prove the proceedings of that body.

**15.** The Committee may, as and when circumstances warrant, may invite experts to attend its meetings and seek their opinion wherever necessary on any subject.

**16.** The Committee may constitute for such purpose as it may think fit as many sub-committees consisting only of members of the Committee or only of others persons or partly of members of the Committee and partly of other persons as it may consider necessary or expedient.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**Dr. C.V.S.K. SARMA**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Commissioner, Printing, Stationery & Stores Purchase, Hyderabad.  
The Chief Secretary to Government.  
The Principal Secretary to Government, MA & UD Department.  
The Principal Secretary / Secretary to Government, Revenue Department.  
The Principal Secretary / Secretary to Government, Industries & Commerce Department,  
The Principal Secretary / Secretary to Government, Transport Roads & Buildings Department.  
The Principal Secretary / Secretary to Government, Finance, Department.  
The Principal Secretary / Secretary to Government, Panchayatraj Department.  
The Principal Secretary / Secretary to Government, Home Department.  
The Commissioner, Greater Hyderabad Municipal Corporation, Hyderabad.  
The Metropolitan Planning Committee.  
The Metropolitan Commissioner, HMDA, Hyderabad.  
The Vice Chairman & Managing Director, A.P.Transco, Hyderabad.  
The Vice Chairman & Managing Director, A.P.I.I.C., Hyderabad.  
The Vice Chairman & Managing Director, A.P.S.R.T.C., Hyderabad.  
The General Manager, South Central Railways, Hyderabad.  
The Chief General Manager, BSNL, Hyderabad.  
The Vice Chairman, Hyderabad Urban Development Authority, Hyderabad.  
The Vice Chairman, Hyderabad Airport Development Authority, Hyderabad.  
The Vice Chairman, Cyberabad Development Authority, Hyderabad.  
The Vice Chairman, Buddha Poornima Project Authority, Hyderabad.

**Copy to:**

The Commissioner & Director of Municipal Administration, A.P. Hyderabad.  
The Director of Town & Country Planning, Andhra Pradesh, Hyderabad.  
The Accountant General, Andhra Pradesh, Hyderabad.  
All the Departments in Secretariat, Hyderabad.  
The Principal Secretary to C.M.,  
The Special Secretary to C.M,  
The P.S to M (MA),  
The PS to Mayor, GHMC.  
SF/SC

//FORWARDED BY ORDER//

SECTION OFFICER